

Approved as prepared  
at 16 Nov 2023 meeting



Minutes  
2023 Oct 19  
237a Atlantic Avenue  
Mary Herbert Conference Room

Present:

Donna Etela  
Vicki Jones  
Jim Maggiore

Susan McCullom-Barry  
Carol Seely  
Cynthia Swank

Alternates: Nancy Monaghan, Jane Robie

Also present for parts of meeting: John Hubbard, DPW Director; Michael Tully, Town Administrator

Absent: John Sillay

1.Call to Order at 9:30am.

4. [ moved up]**Old Business Pocket Park / Bridge Rail Replacement.** DPW Director John Hubbard [arrives at 9:33am ] He had indicated to Chair, several weeks ago, that placing a portion of the Drake Bridge railing in the vicinity of the stone building where the Town Clerk-Tax Collector is located would not work – not enough space and snow storage issue.

At this meeting he suggested returning to the original plan of creating a small pocket park with the railing and a sign near Drake's Bridge. He expects the State will need to mitigate the wetness issue in that vicinity of the Rail Trail. When the State turns over some land to the Town at the conclusion of the Department of Transportation's road and bridge work at Drake's Bridge, Hubbard thinks there will be a suitable spot near the Trail. There will not be a trailhead at that location. Maintenance along the Trail remains an unresolved issue between the Seacoast Greenway Committee and the towns.

Robie reported that she had measured the bridge rail and provided the length, width, and height --10' 1 1/2" long, 14" wide & 35" high, slightly curved.

2. Treasurer's Report. The report for the month of September was approved unanimously as prepared. [Maggiore moved, Jones seconded]. At the beginning of the month, the Heritage Fund had \$27,600.73. \$75.11 interest was credited during the month, raising the total to \$27,675.84. \$17,550 of that amount is dedicated to the Walkway Project. The Commission has \$11,125.84 including its \$1000 operating budget available for other Commission purposes.

Maggiore explained that the Town will ask for the Walkway money when the time comes. He thinks it is a simple "Due to / due from" transaction with the bill coming to the Commission and the Commission voting to provide the funds. The Chair may need to call a special meeting in terms of timing. Seely noted that she will be away and miss the November meeting.

3. Approval of Minutes. The minutes of September 21, 2023 were approved unanimously as prepared. [Jones, Seely]

#### 4. Old Business

**Past Perfect/Web site update.** Swank noted she had created a new collection in PastPerfect for structures that are not old enough to warrant a demo review. She thought it worthwhile to have some record of what the town looked like once and all agreed. She added two photos of the 1977 house at 127 Atlantic Avenue which was demolished this past week.

Swank had looked for photos that Sue Buchanan had taken in 2012 for the volunteer Town Hall/Depot historic resources survey but had not located them. It was pointed out that print copies are in a binder in the stone building. Swank will ask Dave O'Brien if he's willing to scan them for the Commission and provide the digital files for her to add to PastPerfect.

#### **Review of Potential Zoning Ordinance**

Monaghan reported that the Planning Board had added an introduction describing the proposed zoning ordinance's purpose. The Board has left the draft ordinance as is. She expects there will be a public hearing at the PB's December workshop. Monaghan also noted the while the draft was not changed, a variance in the big house, little house, backhouse, barn pattern could be considered under a waiver.

**Josephine Lamprey Bequest.** The Commission received a \$10,000 bequest from Jo Lamprey. The check is to be deposited in the Heritage Fund. Swank will provide copies of the correspondence from attorney Robert Casassa and receipt signed by Etela to Finance Director Cornwell who will deposit the check in the Heritage Fund. The Select Board will need to accept the money at its next meeting. Swank will send copy of documents to Maggiore before Monday.

#### **Action Items**

None

5. New Business

**Walkway and Monument Plans.** Town Administrator Michael Tully arrived at 10:03am. He indicated that the cost of the walkway and path in front of the stone building will be in excess of \$19,000. There will be a bill and then request for the \$17,550 in donations that have been parked in the Commission's Heritage Fund. There are no extra funds or plans relating to the war monument, and providing some path to and around it.

Before the meeting adjourned, Tully accompanied members outside to view the work so far on the walkway. The plan was slightly revised from the original so that the asphalt walkway and stone path in front of the stone building would meet at an appropriate angle and avoid a "desire" path being created by pedestrians.

6. Next Meeting Date & Location. 11/16/23 at 9:30am in the Mary Herbert Room, Town Office Building.

7. Adjournment 10:19am

Cynthia G. Swank  
Recording Secretary